

ADMINISTRATIVE - INTERNAL USE

16 NOV 1983

MEMORANDUM FOR: Chief, Operations, Physical Technical & Area Security, OS

FROM:

Chief, New Building Project Office, OL

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SUBJECT: Security Staffing - New Building Program

1. On 15 January 1984, Smith, Hinchman & Grylls Associates, Inc., the new building A&E firm, will deliver Bid Package No. 1 to the General Services Administration for bid solicitation. Ninety days later, the first construction contract is scheduled to be let. Likewise, Bid Package No. 2, the Power House, is to be delivered on 1 March 1984 with Bid Package No. 3, the new building structure, to follow on 1 June 1984.

2. The six positions contained in the FY-84 budget for project security have been added to the Office of Logistics staffing complement. Based on conversations with your representatives, it appears that one of these positions will have to be largely dedicated to the design, acquisition, and installation of alarm systems, CCTV, and access control system. Since major funding is included in the FY-85 budget for the bulk of this procurement, filling this position is the number one priority. The incumbent should be assigned NLT 1 January 1984 to ensure preliminary studies, designs, and specifications are in place for FY-85 procurements.

3. The remaining five security positions will have to be filled NLT March 1984 to get construction security procedures into effect in time to accommodate the first contractor. It is recommended that you consider making one of the positions on the site security staff a 2-year rotational tour for younger security careerists. This type of assignment would provide a continuing base of construction security experience that will be needed on other outyear projects. The Project Security Officer and I have discussed the types of individuals needed, and I agree with his proposed staffing pattern.

4. It is requested that your Office take the actions necessary to fill these new positions on the schedule outlined above.

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